

CONSTRUCTION TRADES ADVISORY & APPEALS BOARD
Proceedings

January 20, 2026
1100 10th Street, Room 1125
City Center North
9:00 AM

I. Call to Order

Chair Jim Morris called the meeting to order at 9:02 AM. Board members David Powell, Jay Jensen, Thomas Roche, Tim Swanson, Sean Jaehn, Mark Benjamin, Jason Mossman, Brian Persons, and Mark Hout were present. Board member Morgan Kidder was absent. Staff present was Chief Building Official, Matt Wagy and Deputy Chief Building Official, Dusty Shepherd, Interim Director of Community Development and EDUR, Don Threewitt and Interim Deputy Director of Community Development, Brittany Hathaway.

II. Introduction

All present Board members and City of Greeley staff introduced themselves.

Board member Morgan Kidder arrived at 9:04 a.m.

III. Approval of July 14, 2025, Board Meeting Minutes

Jim Morris asked if there were any comments or corrections to the Board Meeting Minutes of the July 14, 2025, meeting. Hearing no comments, Board member Thomas Roche made a motion to approve the July 14, 2025, Board Meeting Minutes. Board member Tim Swanson seconded the motion. With no further discussion, motion carried 10-0.

IV. Review of Contractor Licensing

Chief Building Official, Matt Wagy mentioned general contractor licensing has been brought up by one of the City Council members. Chair, Jim Morris asked if there is only one council member in favor of contractor licensing or if all council members are on board. Chief Building Official Wagy said he does not have a good sense if all the council members are on board. Mr. Morris asked which council member brought up the contractor licensing. Matt Wagy stated it was Melissa McDonald.

Deputy Chief Building Official, Dusty Shepherd stated there is a packet regarding contractor licensing given to all the board members. Mr. Shepherd mentioned this is the first draft and he is open to any comments, recommendations, changes, etc.

The first page is a checklist which will be the normal checklist that will be used for the City of Greeley eTrakit system. Currently, a licensing module is already built into eTrakit, because it is used for licensing Arborists. Included in the packet is a paper application for contractor licensing. In the future, paper application will not be used but Mr. Shepherd included it in the meeting packet so the board members could get an idea of what it will be like. Dusty Shepherd said he basically mirrored the application from other jurisdictions who already have contractor licensing.

Mr. Shepherd explained he took the original draft written in 2003 and made some changes. He said he went through the websites for Longmont, Loveland, and Fort Collins, to name a few and they all have contractor licensing. Mr. Shepherd mentioned the only jurisdiction that currently does not have contractor licensing is Weld County. They would like to see how the City of Greeley moves forward with this before they implement it.

Referring to the Class Descriptions and Qualifications for General Contractors handout, Deputy Chief Building Official, Dusty, went over all the different classes of licenses.

Class A, B, and C licenses are no different than any other jurisdiction. Class A is for all buildings. Class B is all buildings up to 3 stories and not permitted for 1A or 2A and Class C is for all residential buildings. Class A, B and C contractor licenses will require an ICC exam to be taken. Class D licensing is more for specialty items.

Class D license, Mr. Shepherd said he would gladly entertain recommendations or any changes for this one. Mr. Shepherd explained this is a specialty license in which no ICC exam would need to be taken. The Class D is just a straight license for specialty items like flatwork, siding, manufacture installations, low voltage, stucco, masonry, wireless and fireplaces excluding fuel gas. This was built based on other jurisdictions so some of their lists may be longer or shorter.

Class E license is for electrical, which the City of Greeley already requires licensing and no fees for this licensing because they are licensed through the State of Colorado.

Class M license is for mechanical, which the City of Greeley currently requires ICC exams to be taken to get licensed. In 2023, the Building Advisory Board recommended that the City of Greeley move away for an in-house test and require the ICC Exams.

Class P license is for plumbing which the City of Greeley requires licensing. This is the same as electrical license. The City of Greeley does not require fees because plumbers also must get licensed through the State of Colorado.

Class R license is for roofing. Dusty Shepherd iterated that Fort Collins is the only one in northern Colorado that requires licensing for roofers. Longmont and Loveland have just a straight license. They do not require ICC exams. The City of Greeley is going with the ICC requirements. The International Code Council (ICC) F14 or G14 exams are the roofing contractor license which is what most other jurisdictions are using for roofing licensing. Mr. Shepherd stated there is an exam just for shingle roofing. He said he is looking for any insight from the board whether the City of Greeley should offer just the contractor license which would cover roofing one hundred percent or require the exam for just shingle roofing.

Mr. Shepherd turned the Board's attention to the last page in the packet which shows the projected fees for the different classes of licenses. Dusty Shepherd stated the fees were based on the proposal of the Board. He went over the fee for new licenses along with the fee for renewing and reinstating licenses. License renewal will be every two years, which matches the State renewal term as well as other jurisdictions. The reinstating fee is if the contractor is 60 days past the renewal period, they will be paying an extra \$25. Dusty Shepherd said he would also entertain any recommendations regarding the fees.

Thomas Roche asked if all vendors would need to be listed on the permit for the Class D licensing or would they be carried under Class A? He mentioned that the electrical, mechanical and plumbing subcontractors currently have to be listed on the permit, so he was wondering if that carries over to all the vendors being used.

Mr. Shepherd said all vendors would not need to be listed for the Class D license. Only the subcontractors would need to be listed on the permits. He assured the Board that the wording in the proposal would reflect that information.

Brittany Hathaway asked if the licensing would be reciprocated by other jurisdictions.

Deputy Chief Building Official, Dusty Shepherd stated that all the other licenses are ICC so they will be reciprocal because they are nationally and state recognized. After talking to other contractors around here, they are all carrying those licenses already, so the City of Greeley will not be surprising contractors with any new requirements.

Mr. Roche asked what the contractor licensing fees would go towards.

Don Threewitt, Interim Community Development Director, told the Board the City of Greeley cannot charge any more fees than the estimate of what it costs to administer the program. If these fees are reasonable to this Board, then City Staff will go back and do the calculus behind it to make sure the City of Greeley is not charging beyond what the administration is. Given that these fees are in line with the region then we presume that the city is in line with the costs.

Chair, Jim Morris, mentioned he noticed there are no penalty fees written in this proposal yet.

Chief Building Official, Matt Wagy said they will have to talk with the City Attorneys to see what we can and cannot do.

Mr. Threewitt mentioned they have talked about maybe a probationary period or something to that nature, but we will have to get with the City Attorneys about all of this.

Board member Tim Swanson asked if this Board would be responsible for reviewing complaints.

Mr. Wagy said yes, any complaints would come before this Board.

Mr. Morris stated that if someone is working without a license, something needs to be stated in the proposal about what the penalties would be for that.

Jim Morris went on to say years ago when he worked for Greeley Urban Renewal Authority, they required a certificate of insurance and it also had a caveat that if the contractor cancelled their insurance, the City of Greeley would be notified. Chair Morris asked if that is going to be included in the language of the proposal.

Dusty Shepherd told the Board in the legal document from before, it is still worded that way. Mr. Shepherd reiterated that he took the contractor licensing packet that was drafted by Chair Morris, and Board member Tim Swanson, when they were the Chief Building Official for the City of Greeley, and just updated it with the current information.

Don Threewitt clarified the contractor licensing information will be going before a work session for City Council discussion to get a consensus on whether we move forward with developing a contractor licensing program.

Board member Mark Benjamin said he did some research and some other jurisdictions have a project verification form as well as a lawful presence affidavit, mostly for the Class D license. Mr. Benjamin asked if the City of Greeley will require these items also.

Mr. Shepherd stated in the original proposal it is written that they need to go back to 3 projects for references which is consistent in Northern Colorado. One of the questions for the Board is do we need to stick with the references and what do you require if it is a new business?

Board member Jason Mossman mentioned in Larimer County, a license contractor will come in and say this person was the superintendent on this project to get them started on their references for licensing.

Board member Roche stated he is still a little hung up on the Class D license. He just doesn't see a lot of low voltage companies pulling permits to pull cable on a house. He questions what the necessity is of this license.

Mr. Shepherd said he would take recommendations from the Board regarding the Class D license. Dusty did mention not all other jurisdictions have the Class D license. Mr. Shepherd just wanted to bring to the Board and get any thoughts about it.

Board member Mark Hout said the only thing that would be a concern is the insurance.

Brittany Hathaway, Interim Deputy Community Development Director, stated that the insurance is to really protect the homeowner. Flatwork is not cheap, siding is not cheap as well as other projects, so it is better for the homeowner to know the contractor has insurance.

General discussion took place regarding the Class D license.

Mr. Threewitt suggested to preserve class D on the program for a year and if any complaints are received, City staff can report back to this Board and decide if the Class D license should be instituted.

Interim Community Development Director, Don Threewitt recapped the order of operations. City staff will take the advice of the Board, draft it up, move into a Council work session and take the Council's feedback and incorporate it into the program draft. At that point, staff would be looking into the public comment period and that is the time City staff would reach out to the contractors. City staff will then take all the public comments and finalize everything and move this to the adoption phase. Before the Council meeting for adoption, City staff will meet with the Board again so the Board members can see the final draft.

General discussion was had in reference to when Mr. Morris and Mr. Swanson tried to propose contractor licensing in the past and how a lot of contractors were all for it but then when it went before Council, some contractors against it were very vocal and Council turned it down. Jim Morris mentioned many of the contractors that were for it ended up opposing it once they found out they would have to take a test.

Board member Jay Jensen asked if homeowners are still able to act as the general contractor for their own projects.

Chief Building Official Matt Wagy answered yes, homeowners can act as the general contractor for their projects if it is on their primary residence. Mr. Wagy did mention that ADU's (Accessory Dwelling Units) are becoming quite popular and homeowners will not be able to act as the general contractor because it is not their primary residence. He went on to say that they are getting the same consensus from the State Electrical and Plumbing Boards that licensed contractors will have to be hired because it is not the homeowner's primary residence.

Circling back to violations, Don Threewitt asked the Board's thoughts on looking at a 3 strikes type of rule and if a license expires what reinstatement would look like.

Board member Jensen asked what would constitute a violation.

Board member Thomas Roche said working without a permit. If a contractor has a license but is building without a permit, that would be a strike and that contractor would be put on a probationary period. Mr. Roche stated he is a fan of taking what works in other jurisdictions and molding it fit Greeley instead of reinventing the wheel so to speak.

Board member Morgan Kidder added that he feels there should be some different classes to that as well. For example, someone who has a Class A license and violating that is more than someone who is just re-setting a house.

Board Member Thomas Roche stated he would be in favor of the Chief Building Official being able to revoke the license from the contractor who is in violation. If the contractor then wants to appeal that decision, then it would come before the Construction Trades Advisory and Appeals Board to plead their case.

Don Threewitt asked if there is consensus that Class D license is reserved and we monitor where it needs to go?

All agreed.

Chair Jim Morris asked if there was any further discussion.

Board member Sean Jaehn commented that just about every city requires the Class D license, Cheyenne down to Aurora. He went on to say that it would significantly help with the administrative cost of the revenue stream. There are a bunch more subcontractors than there are general contractors. Mr. Jaehn said as a subcontractor, he would be in favor of requiring the Class D license because it could help with the administrative cost.

Mr. Roche mentioned if the Class D license is going to be included, it needs some refinement.

There being no further discussion, Chair Morris entertained a motion.

Board Member Tim Swanson moved to go forward with further implementing contractor licensing as presented. Board Member Thomas Roche seconded the motion with revisions to the Class D license. Motion carried 10-0.

V. Review and Offer Recommendations on Adopting the Colorado Wildfire Resiliency Code

Chief Building Official, Matt Wagy explained this is coming from Fire Chief Brian Kuznik. Mr. Wagy further explained the city doesn't really have too much area other than the west Greeley area and down by the Poudre that this would affect. After speaking with Brittany Hathaway earlier, they were thinking of making some amendments to the State on the adoption of this Code. Matt Wagy indicated what they are fighting on this is the percentage of the house replacement. For example, if 500 sq ft is being added to a home, then the whole house would have to be brought up to the standards of this Colorado Wildfire Resiliency Code.

Brittany Hathaway, Interim Deputy Community Development Director, clarified that the City Attorney is still reading and interpreting this code and staff is hoping to have a response well in advance. She explained basically the way it reads is if a house is in the map area and a 500 sq ft or more addition is being built on the house, that 500 plus square feet of the home must be brought up to this Colorado Wildfire Resiliency Code. The other part to this is any new construction must be built to meet this code as well. The State is saying that it doesn't really add anymore to the cost. They are saying maybe about \$14,000.

Matt Wagy mentioned he had a salesman come in to speak to the cost and that \$14,000 is not right. Mr. Wagy stated that is why the city is trying to balance this out for the contractors because it is another State criteria that it is coming about to adopt. Chief Building Official Matt Wagy further explained he feels the paragraph is clear in saying that if an addition is built onto the house, then the rest of the house needs to also meet standards of this code.

Mrs. Hathaway mentioned the map the State adopted is based on the vegetation type right now. It is not based on the vegetation that is going to be there after grading and laying concrete and building houses. One idea City staff had was to work with the Fire Bureau and potentially adopt our own map. Brittany did say the city does have options. This just came about a month ago and the City is reacting to it. She stated that Larimer County already adopted this code.

Jason Mossman confirmed that Larimer County has already been enforcing it for about 3 years now.

Brittany Hathaway mentioned it is already affecting home insurance rates. She lives in the Horsetooth area, and she just got quoted \$8,000 a year. Mrs. Hathaway feels this is going to be detrimental. She went on to say that she thinks the city does have choice as to enforce it or not. Currently Weld County is not enforcing it.

Mr. Wagy said the Chief and himself talked to them and he doesn't think they are going to be adopting it.

Board member Morgan Kidder mentioned that as Journey Homes is looking at properties to start building, this is one of the criteria that has been added to their list to check whether it falls in whatever criteria for the Colorado Wildfire Resiliency Code, to decide if they want to consider that area or not for future building. Mr. Kidder said Brittany was correct in saying the vegetation that is currently in that area would for sure change once building commences. Morgan said the question is how we navigate through this.

Brittany Hathaway told the Board that Colorado Springs has been way ahead of the City of Greeley with this Code and they have revised maps. She feels that city staff could talk with the Building and Fire Department staff at Colorado Springs to see what they are doing and how they are doing it.

Further general discussion took place.

Chief Building Official Matt Wagy said he does not know what the answers are to this and that is why they are bringing it to the Board.

Mr. Kidder said he feels a lot more information is needed as to what criteria would have to be met in regard to the old vegetation there at the time the property is purchased or the new vegetation when construction is happening.

Mrs. Hathaway indicated a work session with the City Council is scheduled for November 20, 2026. They will be leading the discussion. It is not about the Fire Code or Building Code it is more about the materials.

Matt Wagy mentioned the materials needed to meet these criteria are not going to be cheap. Mr. Wagy said he wanted to mention this to the Board because the Chief will be going to a Council work session regarding this Code.

Chair Jim Morris asked if a basement in the home was to be finished and it is over 500 sq ft, would this Code criteria have to be met.

Brittany Hathaway explained that this only applies to exterior alterations. Mrs. Hathaway also mentioned she will follow up with the City Attorney on this matter.

Chair Morris said a motion is not needed for this item at this time.

VI. Old Business

None

VII. New Business

Chair Morris indicated that an item that has been mentioned to him is Fort Collins, Loveland and some other jurisdictions are requiring Class IV roofing shingles. He asked if Greeley is requiring Class IV also.

Chief Building Official Matt Wagy indicated the Code dictates the materials that can be used on the roof assembly. The Code gives multiple roof assemblies. He isn't sure that he can dictate that a specific material must be used. Mr. Wagy told the Board he has talked to some roofing companies, and they said they have to replace just as many Class IV roofs as they did regular roofs.

Board member Brian Persons mentioned that insurance companies offer a pretty significant reduction in insurance. He went on to say that some insurance companies are even requiring that Class IV shingles be used when replacing a roof to insure the customer.

Mr. Wagy stated that he is not in the money game like insurance companies he is here to enforce the Code and the minimum of the Code is what must be met.

Board member Roche indicated he believes the reason Larimer County started requiring Class IV shingles is so a smaller number of roofs would need to be replaced which in turn saves the amount of materials that are filling up the landfills. Mr. Roche said he does not feel the City of Greeley Board should require only Class IV shingles. He feels it is up to the insurance companies and homeowners as to what they want to do.

VIII. Adjournment

Hearing nothing else, Chair Jim Morris entertained a motion to adjourn. Board member Tim Swanson moved to adjourn. Board member Thomas Roche seconded the motion. Motion carried 10-0.

Meeting adjourned at 10:09 AM



Thomas Roche, Secretary

Jim Morris, Chair



